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TWD STAFF MEETING

14 December 1949

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 NO CHANGE in Class. ☐
 [] DECLASSIFIED
 Class. in Class. by: TS S **(C)**
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Present:

[REDACTED]

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1. TWD Deputy Chief. [REDACTED] announced that Mr. [REDACTED] formerly of FDE/OSO, has been transferred to Training as Deputy Chief. He is familiar with both OSO and OPC operations and with training problems. He will report to TWD on 3 January 1950.

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2. Space. Mr. [REDACTED] gave a report on the latest developments in the reorganization of TWD space facilities. At present it appears that the cleared personnel now in BLSC will move into Building #13, and the Assessment Unit will move upstairs in Building #14. The uncleared and covert personnel in BLSC will remain on the second floor of #14.

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3. TWD T/O. [REDACTED] reported that the T/O should be issued very soon. There has been no definite decision on control of the Training Division but it seems likely that there will be a single T/O with a single administration under OSO serving both OPC and OSO, at least temporarily until the proposed amalgamation is effected.

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4. IOC Course. [REDACTED] reported that ADPC feels the present IOC course is weighted too strongly in favor of OSO activities. There was a general discussion of the course and agreement that it should be gradually revised over a period of from four to six months. Special consideration will be given to reports writing from an OPC angle. Mr. [REDACTED] and Mr. [REDACTED] will work out a new schedule for the IOC course to reflect a more even division between OSO and OPC activities and are to submit a memorandum outlining their recommendations.

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5. Message Writing. OSO has requested that clarity and brevity be emphasized in message writing in the IOC course. If both OSO and OPC do not cut down in the length of their messages from overseas installations, [REDACTED] facilities may be taken away from them.

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6. Instructors' Comments. [REDACTED] requested that instructors' comments on students' papers in all the training courses of TWD be written more legibly so that they will be understandable and of benefit to the students.

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7. Transportation. Mr. [REDACTED] is to contact the Transportation Branch to determine whether the CIA shuttle that leaves 23rd and E Streets at 8:20 a.m. can swing over to [REDACTED] on its way to Yards and Docks and The Pentagon, thus affording transportation for training personnel from 23rd and Constitution

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avenue to [REDACTED] This is especially desirable during the bad weather since the Capital Transit bus system cannot be relied upon.

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8. Enrollment in Training Courses. Mrs. [REDACTED] reported that there is still a considerable backlog of trainees waiting to enter courses. It was agreed that for the present a larger number of auditors would have to be admitted but that by January the number should be reduced drastically. After that time all cases of auditing classes should be called to attention by Mrs. [REDACTED] for his action.

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9. Orientation Tour. It was agreed that the orientation tour for new training personnel should be held this Friday, although several people originally scheduled to go will not be available.

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- 2 -